

Navigation

In the Portal, you can view and pay fees, and update payment methods, in the Fees tool. In the menu, choose Fees.

The screenshot displays the 'Fees' tool interface. On the left is a dark sidebar menu with options: Today, Calendar, Fees (highlighted with a red box), Message Center, Discussions, and More. The main content area is titled 'Fees' and contains the following elements:

- Filters: 'School Year' dropdown set to '2019 - 2020' and 'Type' dropdown set to 'Unpaid'.
- Summary: 'Total Due: \$607.50' and 'Total Surplus: \$500.00' with an information icon.
- Table of Fees:

DESCRIPTION	DUE DATE	FEE BALANCE	
Prior Year Balance		500.00	
MS Boys 1st Athletic Sport Fee	09/30/2019	100.00	Add to Cart >
MS Extra PE shorts	10/31/2019	7.50	Add to Cart >
Subtotal		607.50	

At the bottom of the main content area, there are two buttons: 'Print' and 'Optional Payments'.

Set Up Payment Methods

You can set up and store payment methods in the Portal, making it easier to pay online.

In the Portal, choose Fees from the menu, then choose My Accounts.

Fees

1
Items in Cart **\$400.00**

My Cart

My Accounts

Person

All ▾

School Year

2018 - 2019 ▾

Type

All ▾

Total Due: \$900.00

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	
FS Classroom Healthy Treat	06/03/2019	Smith, Tyler T	0.00	>
Field Trips	07/22/2019	Smith, Tyler T	0.00	>
MS Boys 1st Athletic Sport Fee	09/13/2019	Smith, Tyler T	0.00	>
Field Trips	09/16/2019	Smith, Jennifer R	400.00	<div style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 5px; display: inline-block;">IN CART</div> >
Donations	09/17/2019	Smith, Tyler T	500.00	<div style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px; display: inline-block;">Add to Cart ▾</div> >
Subtotal				

Print

Optional Payments

Desktop view

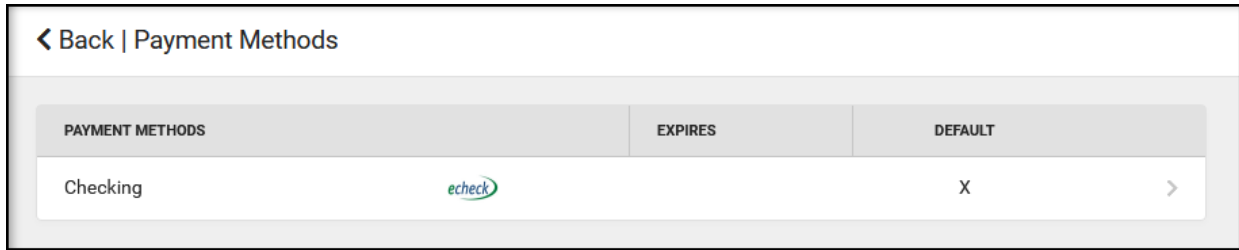
2
Items in Cart
\$35.00


My Cart

My Accounts

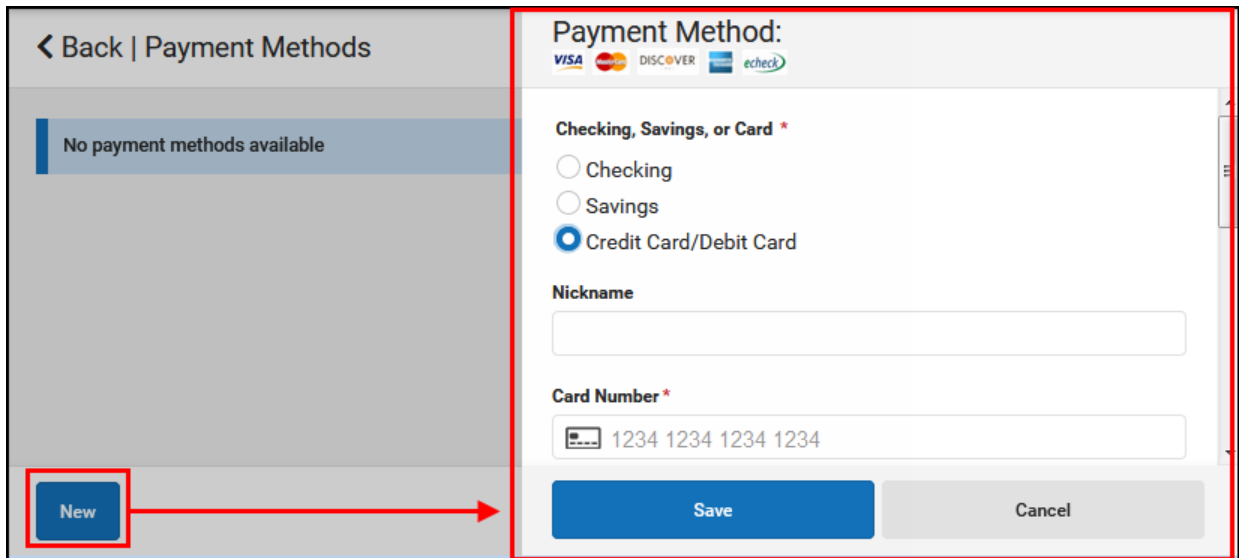
Mobile view

Click Payment Methods. On the Payment Methods screen, any payment method that is added will show here.



PAYMENT METHODS	EXPIRES	DEFAULT
Checking 		X >

Click New at the bottom of the screen. The Payment Method panel will show.



Payment Method:
VISA MASTERCARD DISCOVER AMERICAN EXPRESS echeck

Checking, Savings, or Card *

Checking

Savings

Credit Card/Debit Card

Nickname

Card Number *

1234 1234 1234 1234

New Save Cancel




Choose the type of payment method you would like to add. Enter all required information.

Optional information includes the following:

- Nickname: This is an optional name that appears on the Payment Methods screen to help you identify the payment method.
- Default Payment Method: If you mark the “Use as default” checkbox, this payment method will become your default method of payment.

Payment Method

Accepted Payment Methods

Checking, Savings, or Card *

Checking

Savings

Credit Card/Debit Card

Nickname

Card Number *

Card Expiration * **CVV ***

Name on Card *

Contact Information *

Default Payment Method

Use as default

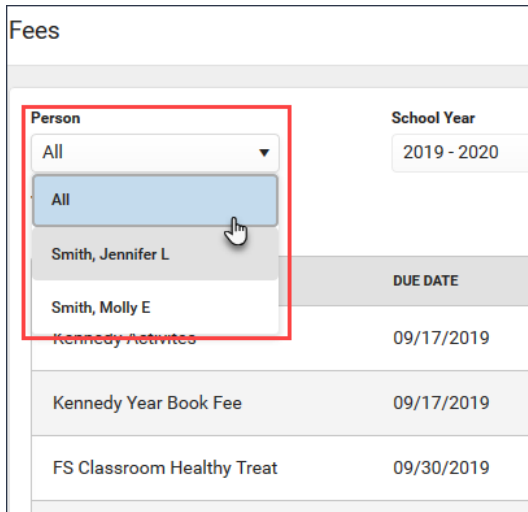
Review the information, then click the Save button. It will now appear on the Payment Methods screen.

NOTE: If you entered something in error, changes cannot be made. Instead, delete the payment method and re-enter everything as a new payment method.

Pay a Fee

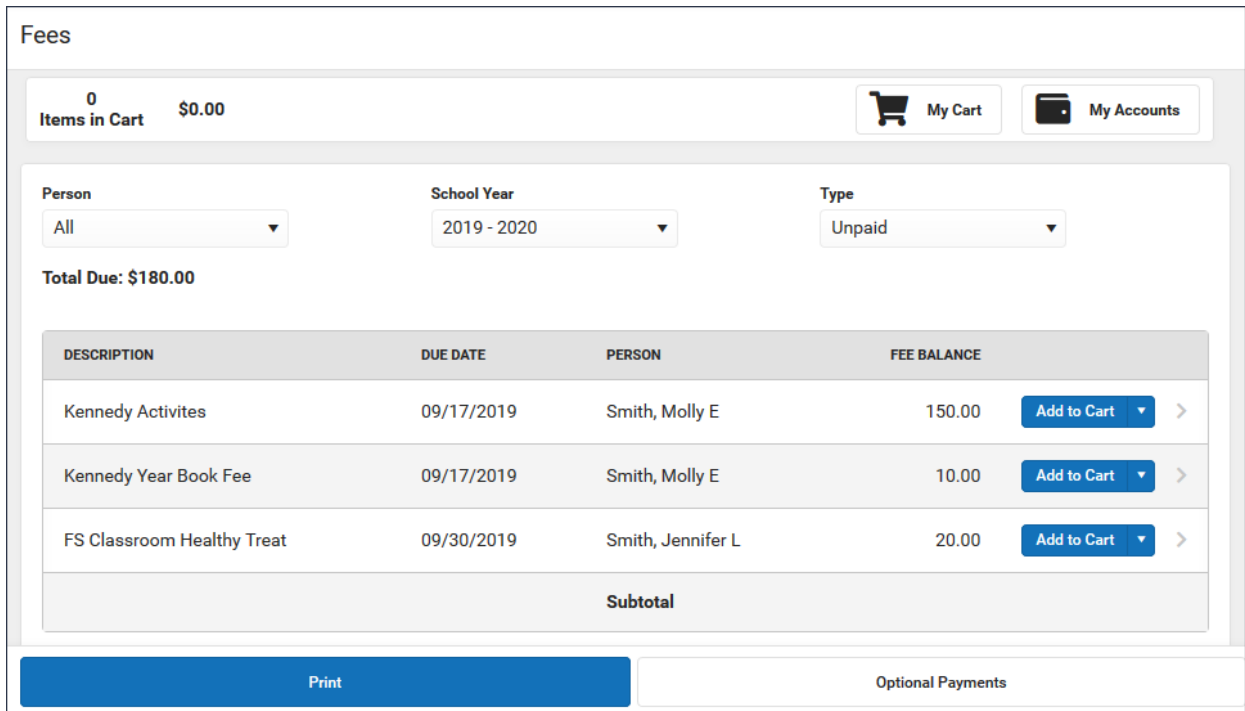
Fees can be paid at any time in the Portal. First, navigate to the Fees tool in Portal.

The Fees screen automatically displays any unpaid fees for the current school year. If you have multiple students, be sure to select the correct student in the Person dropdown list. Selecting “All” allows you to see fees assigned to everyone in your household.



The screenshot shows the 'Fees' tool interface. At the top, there is a 'Person' dropdown menu with 'All' selected. A red box highlights the dropdown menu, and a mouse cursor is pointing at the 'All' option. To the right of the dropdown is a 'School Year' field set to '2019 - 2020'. Below these fields is a table with the following data:

	DUE DATE
Kennedy Activites	09/17/2019
Kennedy Year Book Fee	09/17/2019
FS Classroom Healthy Treat	09/30/2019

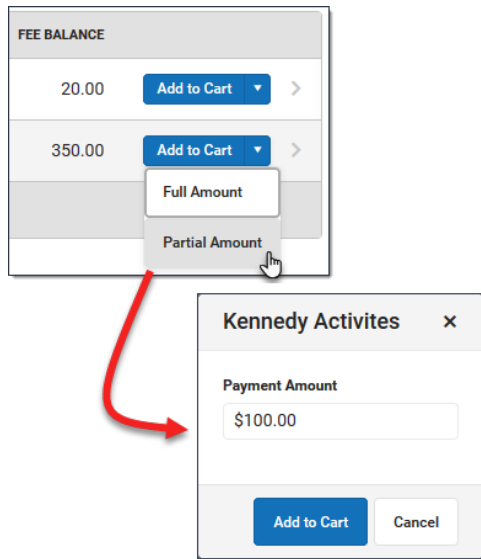


The screenshot shows the 'Fees' tool interface with a shopping cart icon and 'My Cart' button. The 'Person' dropdown is set to 'All', 'School Year' is '2019 - 2020', and 'Type' is 'Unpaid'. The 'Total Due' is \$180.00. Below this is a table with the following data:

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	
Kennedy Activites	09/17/2019	Smith, Molly E	150.00	Add to Cart >
Kennedy Year Book Fee	09/17/2019	Smith, Molly E	10.00	Add to Cart >
FS Classroom Healthy Treat	09/30/2019	Smith, Jennifer L	20.00	Add to Cart >
Subtotal				

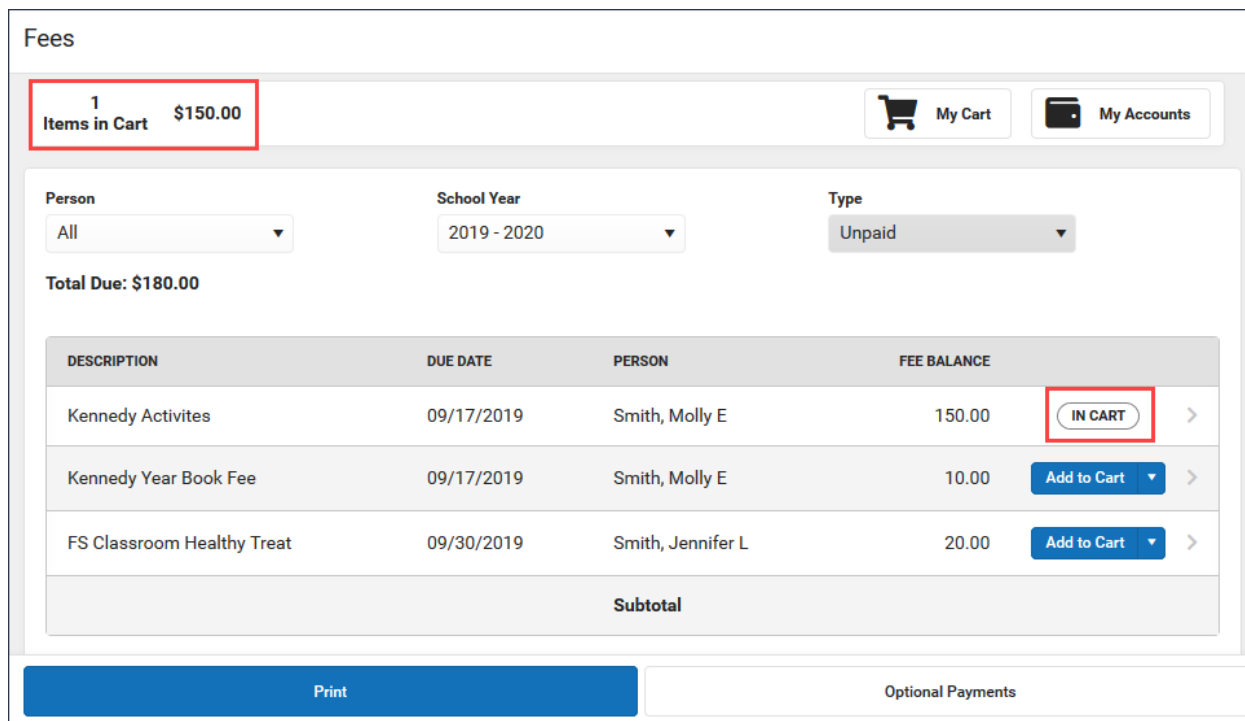
At the bottom, there is a blue 'Print' button and a link for 'Optional Payments'.

Select "Add to Cart" next to the fee you want to pay. To pay a partial amount, click the arrow and select "Partial Amount." Enter the amount you would like to pay then click "Add to Cart."



You can add additional fees before checking out, including Food Service payments and optional payments.

Your fees will be added to your cart, and you will see an update with the number of items and the cost.





When you are ready to pay, click My Cart. This will take you to the Checkout page. All items added to your cart will display. You can click the Remove button if you do not want to pay for an

item at this time. You can also change the amount you want to pay for items you selected for partial payment.


[← Back](#) | Checkout


2 Items in Cart \$160.00

FEE	NAME	AMOUNT	
Kennedy Year Book Fee	Smith, Molly	\$10.00	<input type="text" value="X"/>
Kennedy Activities	Smith, Molly	\$150.00	<input type="text" value="X"/>

Payment Method

 My Visa

 My Checking

Subtotal: \$160.00

Service Fee: \$5.00

Total: \$165.00

Email Address for Receipt

Select the Payment Method you want to use and enter an email address in the “Email Address for Receipt” field if you wish to receive a receipt via email.

When you’re ready, click Submit Payment. A confirmation message displays. Click OK. The Receipt screen will appear with a reference number. Click the Print button to print a copy of the receipt.

Receipt

0
Items in Cart \$0.00

 My Cart

 My Accounts

Thank you for your payment

Date: 09/19/2019 **Reference #:** 181701948

Thank you for your payment. Credit/Debit card payments are processed simultaneously however, if using e-check processing, the vendor processes it as fast as they can but some are 24-48 hour window to process.

FEE	NAME	AMOUNT
Kennedy Year Book Fee	Smith, Molly	\$10.00
Kennedy Activites	Smith, Molly	\$150.00

Service Fee: \$5.00

Total: \$165.00

Payment Method:




My Credit Card

Email Address for Receipt: test@testemail.com

Print

Finding Unpaid Fees

Use the Type dropdown box to choose Unpaid. Use the School Year dropdown box to choose the school year in which you have unpaid fees. All fees that have not been paid in that year will appear.

School Year	Type
2019 - 2020 ▼	Unpaid ▼
Total Due: \$607.50	Total Surplus: \$500.00 

Paying Optional Fees

Optional fees are fees that are not assigned to you directly. This could be things like parking stickers, activity fees, etc. Optional fees are paid using the Optional Payments tool. While adding fees to your cart, you can click the Optional Payments button to get to the Optional Payments tool.

The screenshot shows the 'Fees' section of a school portal. On the left is a dark sidebar with navigation links: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Responsive Schedule, Food Service, Fees (highlighted), Reports, Discussions, and More. The main content area is titled 'Fees' and contains filters for 'Person' (set to 'All') and 'School Year' (set to '2019 - 2020'). Below the filters, it shows 'Total Due: \$370.00'. A table lists the fees:

DESCRIPTION	DUE DATE
FS Classroom Healthy Treat	09/30/2019
Kennedy Activites	09/30/2019

At the bottom of the page, there are two buttons: 'Print' and 'Optional Payments'. The 'Optional Payments' button is highlighted with a red box, and a red arrow points to it from the right.

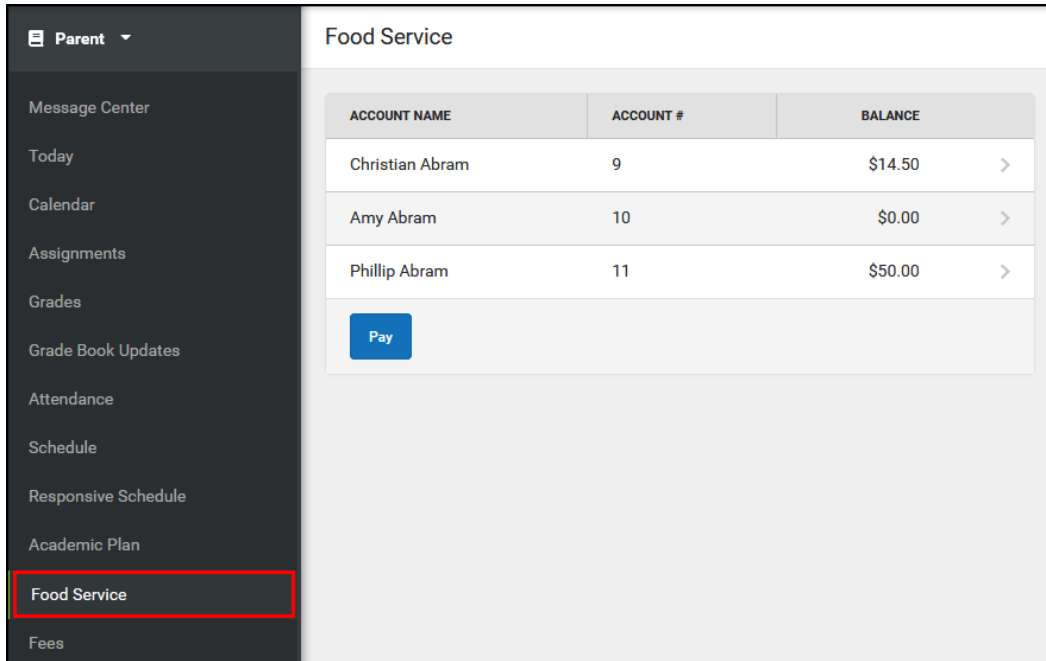
Select "Add to Cart" next to the fee you want to pay. Follow the instructions above to check out.

Add Money for Food Service

While our district is currently able to provide meals free of charge to all students, some students may wish to make additional food service purchases. You have the option to add money to your student's account in the Portal.

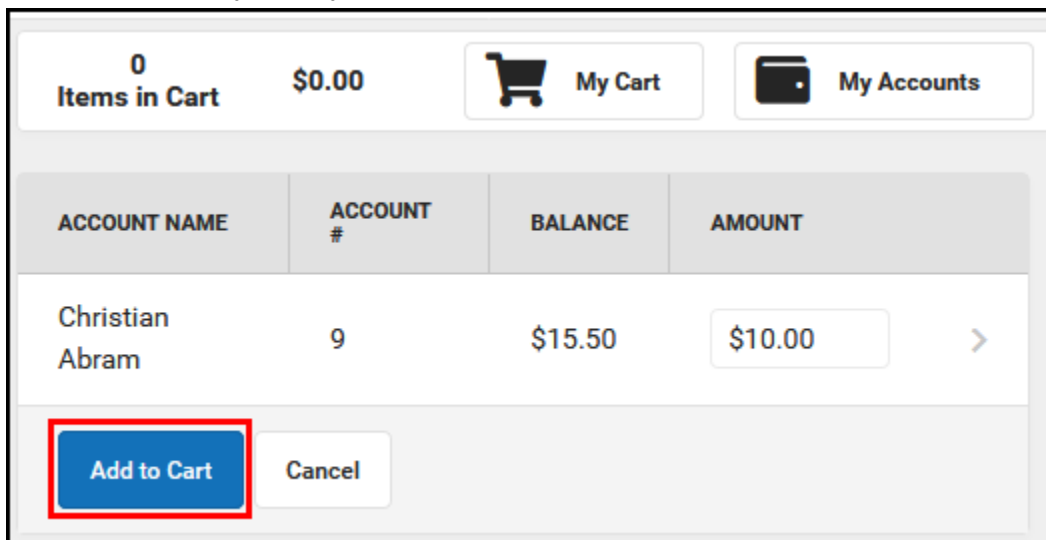
Navigation

Using the menu, choose Food Service. You will see a list of your students and their balances.



Add Money to Account(s)



At the bottom of the Food Service screen, click the Pay button. Enter the amount you wish to add in the Amount field. If you have multiple students, you have the option to add an amount for more than one student at a time. If a box to add an amount is not available, the account may not be active and you may need to contact the school.



When ready, click Add to Cart. Next, click My Cart. The checkout screen will appear. You have the option to add fees before completing checkout.


Checkout is the same as with fees. On the checkout screen, select the payment method you wish to use. If you would like a receipt emailed to you, enter your email address. Click Submit Payment.


[← Back](#) | Checkout

2 Items in Cart \$160.00  

FEE	NAME	AMOUNT	
Kennedy Year Book Fee	Smith, Molly	\$10.00	<input type="button" value="X"/>
Kennedy Activities	Smith, Molly	\$150.00	<input type="button" value="X"/>

Payment Method

 **VISA My Visa**

 **echeck My Checking**

Subtotal: \$160.00

Service Fee: \$5.00

Total: \$165.00

Email Address for Receipt

A confirmation message displays. Click OK. The Receipt screen will appear with a reference number. Click the Print button to print a copy of the receipt.

Receipt

0
Items in Cart \$0.00

 My Cart

 My Accounts

Thank you for your payment

Date: 09/19/2019 **Reference #:** 181701948

Thank you for your payment. Credit/Debit card payments are processed simultaneously however, if using e-check processing, the vendor processes it as fast as they can but some are 24-48 hour window to process.

FEE	NAME	AMOUNT
Kennedy Year Book Fee	Smith, Molly	\$10.00
Kennedy Activites	Smith, Molly	\$150.00

Service Fee: \$5.00

Total: \$165.00

Payment Method:

VISA

My Credit Card

Email Address for Receipt: test@testemail.com

Print